

**TO: EMPLOYMENT COMMITTEE**  
**5 JULY 2017**

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**REVIEW OF PERSONAL ASSISTANTS**  
**Director of Corporate Services (Chief Officer: Human Resources)**

**1 PURPOSE OF REPORT**

- 1.1 This report follows the decision taken by the Chairman in consultation with the Chief Executive based on the paper prepared for the Special Employment Committee in May 2017 (attached Appendix A) regarding the review of the Council's Personal Assistant (PA) Support and deletion of 5.75 FTE posts. This report notifies committee of a further deletion of 1 PA post on the grounds of redundancy following the subsequent resignation of a Chief Officer and a proposal not to fill this position.

**2 RECOMMENDATION**

- 2.1 **That Committee agree the deletion of the post identified in Exempt Appendix B with effect from 31 August 2017 on the grounds of redundancy.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 To achieve further savings by reducing the number of PAs across the Council.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Maintain the level of staffing approved as a result of the PA Review, however there is an opportunity to achieve further savings.

**5 SUPPORTING INFORMATION**

- 5.1 PA support across the Council was reviewed in late 2016 and early 2017 with the recommendations being agreed by the Chairman of Employment Committee and the Chief Executive in May 2017. At that time the deletion of 5.75 posts were approved.
- 5.2 Since that time the Assistant Chief Executive has resigned and will be moving to new Authority. The PA to that post has now expressed an interest in being made redundant, as she would have volunteered under the previous review, had she been aware that the Assistant Chief Executive would be leaving.
- 5.3 It is anticipated that the position of Assistant Chief Executive (ACE) will not be recruited to, therefore approving a further redundancy at a PA level would mean additional savings could be achieved, whilst being mindful that if the position is not filled, fewer PAs would be required in the future.

## Unrestricted

- 5.4 This further reductions and redundancy could be managed given that the ACE position is not being filled in the Chief Executive's Office . It would require the remaining PAs to be used more flexibly and this will be managed and co-ordinated by Directors.
- 5.5 The initial target for PA support, during the early stages of the review, had been to achieve a 1:3 ratio. This further redundancy will move the Council further towards that target and achieve further savings.
- 5.6 The level of saving which would be achieved if the proposal was approved, would be an additional £29,672 (based on the calculation used in Finance for budgeting purposes of using the mid point of the grade plus on costs, with a 3% vacancy factor). As savings in May were reported as £181k, this would mean that an overall saving of £210,672 for the PA review.
- 5.7 The redundancy figures can be seen in Appendix B. It is worth noting that there are no Capitalised costs associated with this proposed redundancy.
- 5.8 It is recommended that the effective date for the new level of support is 31 August 2017 which would mean the member of staff, if redundancy is approved may need to be offered 4 weeks pay in lieu of notice.

## 6 **ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 There are no specific legal implications arising from the recommendation in this report

### Borough Treasurer

- 6.2 The financial implications are set out in the body of the report and in Appendix A. One-off severance costs will be met from the Structural Changes earmarked reserve.

### Equalities Impact Assessment

- 6.3 Not applicable.

### Strategic Risk Management Issues

- 6.4 Not applicable.

### Other Officers

- 6.5 Chief Officer: Human Resources.

## 7 **CONSULTATION**

### Principal Groups Consulted

- 7.1 PAs, Corporate Management Team and Senior Leadership Group, Recognised Trade Unions

Method of Consultation

- 7.2 Face to face consultation meetings and written feedback/ consultation.

Representations Received

- 7.3 As set out within this report

Background Papers

Contact for further information

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